

CLERK-TREASURER
Expenditures and 2014 Proposed Budget

CLERK TREASURER		Budget Utilization			Budget Variance						Proposed Budget		
Account	2010	2011	2012	2010 Original	2010 Over(Under) Expend	2011 Original	2011 Over(Under) Expend	2012 Original	2012 Over(Under) Expend	2013 Original	2014 Proposed	\$ Change 2013-2014	% Change 2013-2014
110 Salaries, Full Time	163,028.31	165,194.09	161,572.72	174,191.00	(11,162.69)	165,907.00	(712.91)	170,343.00	(8,770.28)	173,444.00	176,906.00	3,462.00	2.00%
120 Salaries, Part Time	0.00	0.00	0.00	4,050.00	(4,050.00)	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00%
130 Overtime	791.50	821.73	2,632.45	3,120.00	(2,328.50)	2,280.00	(1,458.27)	2,000.00	632.45	2,000.00	10,000.00	8,000.00	400.00%
151 OLD Personnel Insurance	571,896.40	688,284.37	775,725.67	695,000.00	(123,103.60)	662,200.00	26,084.37	761,593.00	14,132.67	856,041.00	0.00	(856,041.00)	-100.00%
15101 Medical Insurance-Employees											885,776.00	885,776.00	NEW
15102 Dental Insurance-Employees											56,297.00	56,297.00	NEW
15103 Vision Insurance-Employees											11,443.00	11,443.00	NEW
152 OLD Dependent Insurance	505,749.55	528,943.23	613,900.21	610,000.00	(104,250.45)	583,300.00	(54,356.77)	617,575.00	(3,674.79)	741,734.00	0.00	(741,734.00)	-100.00%
15101 Medical Insurance-Employees											669,806.00	669,806.00	NEW
15102 Dental Insurance-Employees											71,779.00	71,779.00	NEW
15103 Vision Insurance-Employees											6,994.00	6,994.00	NEW
153 OLD INPRS, FICA/MED, EMP SEC	242,645.38	251,662.90	273,776.05	253,815.00	(11,169.62)	257,200.00	(5,537.10)	270,774.00	3,002.05	303,229.00	0.00	(303,229.00)	-100.00%
15301 OASDI/Medicare											181,205.00	181,205.00	NEW
15303 INPRS Pension - Civil											135,079.00	135,079.00	NEW
15304 Unemployment											11,627.00	11,627.00	NEW
15305 Life Insurance-Employees											11,595.00	11,595.00	NEW
15306 LTD Insurance-Employees											4,043.00	4,043.00	NEW
165 Wellness Incentives	8,452.40	140.95	5,159.26	0.00	8,452.40	0.00	140.95	0.00	5,159.26	0.00	12,000.00	12,000.00	NEW
100 TOTAL PERSONAL SERVICES	1,492,563.54	1,635,047.27	1,832,766.36	1,740,176.00	(247,612.46)	1,670,887.00	(35,839.73)	1,822,285.00	10,481.36	2,076,448.00	2,244,550.00	168,102.00	8.10%
210 Office Supplies	18,885.84	19,020.45	21,262.56	23,000.00	(4,114.16)	23,000.00	(3,979.55)	20,000.00	1,262.56	20,000.00	18,500.00	(1,500.00)	-7.50%
236 Grounds Improvements	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00%
290 Other Supplies	0.00	0.00	270.79	0.00	0.00	0.00	0.00	0.00	270.79	0.00	0.00	0.00	0.00%
200 TOTAL SUPPLIES	18,885.84	19,020.45	21,533.35	23,000.00	(4,114.16)	23,000.00	(3,979.55)	20,000.00	1,533.35	20,000.00	18,500.00	(1,500.00)	-7.50%
310 Computer Services	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00%
311 Legal Services	0.00	0.00	0.00	4,000.00	(4,000.00)	2,625.00	(2,625.00)	2,625.00	(2,625.00)	2,625.00	1,750.00	(875.00)	-33.33%
312 Consulting	29,812.25	9,417.00	10,089.75	30,000.00	(187.75)	16,000.00	(6,583.00)	16,000.00	(5,910.25)	12,000.00	0.00	(12,000.00)	-100.00%
31300 Financial Advisor Services											10,000.00	10,000.00	NEW
31400 Other Professional Services											50,000.00	50,000.00	NEW
32000 Newsletter & Edit Services											12,000.00	12,000.00	NEW
321 Postage	18,226.00	18,355.76	18,738.11	21,100.00	(2,874.00)	18,500.00	(144.24)	18,500.00	238.11	18,500.00	18,500.00	0.00	0.00%
322 Travel	3,045.23	5,340.64	11,904.19	7,000.00	(3,954.77)	5,800.00	(459.36)	5,500.00	6,404.19	6,000.00	6,000.00	0.00	0.00%
323 Telephone	6,744.70	5,532.18	6,063.47	7,000.00	(255.30)	6,900.00	(1,367.82)	5,760.00	303.47	6,708.00	3,900.00	(2,808.00)	-41.86%
330 Informational Printing	5,656.79	5,623.66	7,607.99	9,500.00	(3,843.21)	8,500.00	(2,876.34)	8,500.00	(892.01)	8,400.00	8,800.00	400.00	4.76%
331 Legal Notices	2,000.00	799.00	1,099.30	2,000.00	0.00	2,000.00	(1,201.00)	2,000.00	(900.70)	1,500.00	2,000.00	500.00	33.33%
341 OLD Insurance	91,490.05	136,320.62	146,911.06	178,000.00	(86,509.95)	165,000.00	(28,679.38)	162,000.00	(15,088.94)	157,000.00	0.00	(157,000.00)	-100.00%
34101 Property & Liability Insurance											69,000.00	69,000.00	NEW
34102 Workers Compensation Insurance											93,000.00	93,000.00	NEW
342 Official Bonds	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00%
362 Repairs/Maint/Improve Services - Equipment & Vehicles	1,114.04	305.00	190.05	3,200.00	(2,085.96)	2,000.00	(1,695.00)	2,000.00	(1,809.95)	1,500.00	2,335.00	835.00	55.67%

Budget 2014

CLERK-TREASURER
Expenditures and 2014 Proposed Budget

372	Equipment Rental											210.00	210.00	NEW
391	OLD Memberships & Dues	9,544.73	9,351.49	9,626.09	9,122.00	422.73	9,345.00	6.49	9,367.00	259.09	9,875.00	0.00	(9,875.00)	-100.00%
39101	Subscriptions											550.00	550.00	NEW
39102	Memberships & Dues											9,040.00	9,040.00	NEW
392	Public Relations	10,856.71	13,455.53	21,067.03	15,000.00	(4,143.29)	12,900.00	555.53	12,900.00	8,167.03	19,575.00	20,000.00	425.00	2.17%
393	Elections	0.00	20,091.44	0.00	0.00	0.00	0.00	20,091.44	0.00	0.00	0.00	0.00	0.00	0.00%
394	Contract Services	152,307.98	179,955.41	287,909.91	176,862.00	(24,554.02)	166,387.00	13,568.41	163,589.00	124,320.91	210,987.00	35,860.00	(175,127.00)	-83.00%
395	Service Agency Payments											108,324.00	108,324.00	NEW
396	Instruction	1,740.00	1,280.00	1,053.50	1,200.00	540.00	1,600.00	(320.00)	1,600.00	(546.50)	1,600.00	6,000.00	4,400.00	275.00%
397	Licenses, Permits & Fees	7,008.82	7,684.93	9,666.45	8,840.00	(1,831.18)	8,240.00	(555.07)	7,920.00	1,746.45	8,520.00	8,960.00	440.00	5.16%
300	TOTAL OTHER SERVICES & CHARGES	339,547.30	413,512.66	531,926.90	472,824.00	(133,276.70)	425,797.00	(12,284.34)	418,261.00	113,665.90	464,790.00	466,229.00	1,439.00	0.31%
441	Furniture & Fixtures	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00%
443	Office Equipment	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00%
444	Other Equipment	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00%
400	TOTAL CAPITAL OUTLAY	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00%
	TOTAL	1,850,996.68	2,067,580.38	2,386,226.61	2,236,000.00	(385,003.32)	2,119,684.00	(52,103.62)	2,260,546.00	125,680.61	2,561,238.00	2,729,279.00	168,041.00	6.56%

Overexpenditure indicates transfers made to authorize greater spending than original budget.

CLERK-TREASURER
Expenditures and 2014 Proposed Budget

DEPARTMENT: CLERK TREASURER

LINE ITEM #: 110

TITLE: Salaries, Full Time

DESCRIPTION:

Full Time Salaries for Clerk-Treasurer's staff

	<u>BUDGETED</u>	<u>EXPENDED</u>
2010	174,191.00	163,028.31
2011	165,907.00	165,194.09
2012	170,343.00	161,572.72
2013	173,444.00	
2014	176,906.00	

INCREASE FROM 2013 TO 2014: 2.00%

INCOME SOURCE FOR LINE ITEM: General Fund

JUSTIFICATION OF ITEM

QTY	UM	UNIT PRICE	DETAIL OF ESTIMATE FOR REQUEST	TOTAL
26	biweekly	\$1,482.08	Clerk-Treasurer - Judy Rhodes (60% CT/40% WWTU)	38,534.08
26	biweekly	\$1,625.45	Administrative Assistant	42,261.70
26	biweekly	\$1,081.61	Accounting III - Nicole Stocks (60% CT/40% WWTU)	28,121.86
26	biweekly	\$1,021.04	Accounting II - Heather Kidwell (60%CT/40% WWTU)	26,547.04
26	biweekly	\$863.22	Accounting I - Katrina Vaughan (60% CT/40% WWTU)	22,443.72
26	biweekly	\$730.64	Accounting II - Kathleen Henderson (50% CT/50% WWTU)	18,996.64
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LINE TOTAL:				176,906.00

CLERK-TREASURER
Expenditures and 2014 Proposed Budget

DEPARTMENT: CLERK TREASURER

LINE ITEM #: 130 TITLE: Overtime

DESCRIPTION:

Overtime pay for Clerk-Treasurer's staff paid in lieu of comp time.

	<u>BUDGETED</u>	<u>EXPENDED</u>
2010	3,120.00	791.50
2011	2,280.00	821.73
2012	2,000.00	2,632.45
2013	2,000.00	
2014	10,000.00	

INCREASE FROM 2013 TO 2014: 400.00%

INCOME SOURCE FOR LINE ITEM: General Fund

JUSTIFICATION OF ITEM

QTY	UM	UNIT PRICE	DETAIL OF ESTIMATE FOR REQUEST	TOTAL
1	1.5 hourly rate	\$10,000.00	Overtime	10,000.00
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LINE TOTAL:				10,000

CLERK-TREASURER
Expenditures and 2014 Proposed Budget

DEPARTMENT: CLERK TREASURER

LINE ITEM #: 15101

TITLE: Medical Insurance-Employees

DESCRIPTION:

Medical Insurance for Employees

	<u>BUDGETED</u>	<u>EXPENDED</u>
2010		
2011		
2012		
2013		
2014	885,776.00	

INCREASE FROM 2013 TO 2014: 0.00%

INCOME SOURCE FOR LINE ITEM: General Fund

JUSTIFICATION OF ITEM

[illegible]

CLERK-TREASURER
Expenditures and 2014 Proposed Budget

DEPARTMENT: CLERK TREASURER

LINE ITEM #: 15102

TITLE: Dental Insurance-Employees

DESCRIPTION:

Dental Insurance for Employees

	<u>BUDGETED</u>	<u>EXPENDED</u>
2010		
2011		
2012		
2013		
2014	56,297.00	

INCREASE FROM 2013 TO 2014: 0.00%

INCOME SOURCE FOR LINE ITEM: General Fund

JUSTIFICATION OF ITEM

[illegible]

CLERK-TREASURER
Expenditures and 2014 Proposed Budget

DEPARTMENT: CLERK TREASURER

LINE ITEM #: 15103

TITLE: Vision Insurance-Employees

DESCRIPTION:

Vision Insurance for Employees

	<u>BUDGETED</u>	<u>EXPENDED</u>
2010		
2011		
2012		
2013		
2014	11,443.00	

INCREASE FROM 2013 TO 2014: 0.00%

INCOME SOURCE FOR LINE ITEM: General Fund

JUSTIFICATION OF ITEM

QTY	UM	UNIT PRICE	DETAIL OF ESTIMATE FOR REQUEST	TOTAL
			Mayor, CT, Eng, Parks, Police, Fire, PMC	-
1		\$11,443.00	Vision	11,443.00
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				-
				11,443.00

CLERK-TREASURER
Expenditures and 2014 Proposed Budget

DEPARTMENT: CLERK TREASURER

LINE ITEM #: 15101

TITLE: Medical Insurance-Employees

DESCRIPTION:

Medical Insurance for Employee Dependents

	<u>BUDGETED</u>	<u>EXPENDED</u>
2010		
2011		
2012		
2013		
2014	669,806.00	

INCREASE FROM 2013 TO 2014: 0.00%

INCOME SOURCE FOR LINE ITEM: General Fund

JUSTIFICATION OF ITEM

[illegible]

CLERK-TREASURER
Expenditures and 2014 Proposed Budget

DEPARTMENT: CLERK TREASURER

LINE ITEM #: 15102

TITLE: Dental Insurance-Employees

DESCRIPTION:

Dental Insurance for Employee Dependents

	<u>BUDGETED</u>	<u>EXPENDED</u>
2010		
2011		
2012		
2013		
2014	71,779.00	

INCREASE FROM 2013 TO 2014: 0.00%

INCOME SOURCE FOR LINE ITEM: General Fund

JUSTIFICATION OF ITEM

[illegible]

CLERK-TREASURER
Expenditures and 2014 Proposed Budget

DEPARTMENT: CLERK TREASURER

LINE ITEM #: 15103

TITLE: Vision Insurance-Employees

DESCRIPTION:

Vision Insurance for Employee Dependents

	<u>BUDGETED</u>	<u>EXPENDED</u>
2010		
2011		
2012		
2013		
2014	6,994.00	

INCREASE FROM 2013 TO 2014: 0.00%

INCOME SOURCE FOR LINE ITEM: General Fund

JUSTIFICATION OF ITEM

[illegible]

CLERK-TREASURER
Expenditures and 2014 Proposed Budget

DEPARTMENT: CLERK TREASURER

LINE ITEM #: 153 OLD

TITLE: INPRS, FICA/MED, EMP SEC

DESCRIPTION:

Employer payments for civilian INPRS, Social Security (OASDI), Medicare, and Unemployment Insurance for employees in the General Fund Departments.
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	<u>BUDGETED</u>	<u>EXPENDED</u>
2010	253,815.00	242,645.38
2011	257,200.00	251,662.90
2012	270,774.00	273,776.05
2013	303,229.00	
2014	327,911.00	

INCREASE FROM 2013 TO 2014: 8.14%

INCOME SOURCE FOR LINE ITEM: General Fund

JUSTIFICATION OF ITEM

QTY	UM	UNIT PRICE	DETAIL OF ESTIMATE FOR REQUEST	TOTAL
				-
1		\$135,078.97	INPRS (Employer share of 10.0%)	135,078.97
1		\$181,204.85	OASI/MED (Employer share 7.65% payroll taxes)	181,204.85
1		\$11,626.58	Unemployment	11,626.58
			(0.963% of first \$9,500 salary (2013 rate))	-
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LINE TOTAL:				327,911.00

CLERK-TREASURER
Expenditures and 2014 Proposed Budget

DEPARTMENT: CLERK TREASURER

LINE ITEM #: 15301

TITLE: OASDI/Medicare

DESCRIPTION:

FICA/Medicare for Employees in the General Fund Departments

	<u>BUDGETED</u>	<u>EXPENDED</u>
2010		
2011		
2012		
2013		
2014	181,205.00	

INCREASE FROM 2013 TO 2014: 0.00%

INCOME SOURCE FOR LINE ITEM: General Fund

JUSTIFICATION OF ITEM

QTY	UM	UNIT PRICE	DETAIL OF ESTIMATE FOR REQUEST	TOTAL
				-
			Mayor, CT, Eng, Police, Fire, PMC	
1		\$181,205.00	OASI/MED (Employer share 7.65% payroll taxes)	181,205.00
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			LINE TOTAL:	181,205.00

CLERK-TREASURER
Expenditures and 2014 Proposed Budget

DEPARTMENT: CLERK TREASURER

LINE ITEM #: 15303

TITLE: INPRS Pension - Civil

DESCRIPTION:

INPRS Pension - City Contribution for Employees in the General Fund Departments

	<u>BUDGETED</u>	<u>EXPENDED</u>
2010		
2011		
2012		
2013		
2014	135,079.00	

INCREASE FROM 2013 TO 2014: 0.00%

INCOME SOURCE FOR LINE ITEM: General Fund

JUSTIFICATION OF ITEM

QTY	UM	UNIT PRICE	DETAIL OF ESTIMATE FOR REQUEST	TOTAL
				-
			Mayor, CT, Eng, Police, Fire, PMC	
1		\$135,079.00	OASI/MED (Employer share 7.65% payroll taxes)	135,079.00
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			LINE TOTAL:	135,079.00

CLERK-TREASURER
Expenditures and 2014 Proposed Budget

DEPARTMENT: CLERK TREASURER

LINE ITEM #: 15304

TITLE: Unemployment

DESCRIPTION:

Unemployment Assessment for Employees in the General Fund Departments

	<u>BUDGETED</u>	<u>EXPENDED</u>
2010		
2011		
2012		
2013		
2014	11,627.00	

INCREASE FROM 2013 TO 2014: 0.00%

INCOME SOURCE FOR LINE ITEM: General Fund

JUSTIFICATION OF ITEM

QTY	UM	UNIT PRICE	DETAIL OF ESTIMATE FOR REQUEST	TOTAL
				-
			Mayor, CT, Eng, Police, Fire, PMC	
1		\$11,627.00	Unemployment	11,627.00
			(0.963% of first \$9,500 salary (2013 rate))	
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			LINE TOTAL:	11,627.00

CLERK-TREASURER
Expenditures and 2014 Proposed Budget

DEPARTMENT: CLERK TREASURER

LINE ITEM #: 15305

TITLE: Life Insurance-Employees

DESCRIPTION:

Life Insurance for Employees in the General Fund Departments

	<u>BUDGETED</u>	<u>EXPENDED</u>
2010		
2011		
2012		
2013		
2014	11,595.00	

INCREASE FROM 2013 TO 2014: 0.00%

INCOME SOURCE FOR LINE ITEM: General Fund

JUSTIFICATION OF ITEM

QTY	UM	UNIT PRICE	DETAIL OF ESTIMATE FOR REQUEST	TOTAL
				-
			Mayor, CT, Eng, Police, Fire, PMC	
1		\$11,595.00	Basic Life	11,595.00
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LINE TOTAL:				11,595.00

CLERK-TREASURER
Expenditures and 2014 Proposed Budget

DEPARTMENT: CLERK TREASURER

LINE ITEM #: 15306

TITLE: LTD Insurance-Employees

DESCRIPTION:

Long Term Disability for Employees in the General Fund Departments

	<u>BUDGETED</u>	<u>EXPENDED</u>
2010		
2011		
2012		
2013		
2014	4,043.00	

INCREASE FROM 2013 TO 2014: 0.00%

INCOME SOURCE FOR LINE ITEM: General Fund

JUSTIFICATION OF ITEM

QTY	UM	UNIT PRICE	DETAIL OF ESTIMATE FOR REQUEST	TOTAL
				-
			Mayor, CT, Eng, Police, Fire, PMC	
1		\$4,043.00	Long Term Disability	4,043.00
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			LINE TOTAL:	4,043.00

CLERK-TREASURER
Expenditures and 2014 Proposed Budget

DEPARTMENT: CLERK TREASURER

LINE ITEM #: 165

TITLE: Wellness Incentives

DESCRIPTION:

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	<u>BUDGETED</u>	<u>EXPENDED</u>
2010	0.00	8,452.40
2011	0.00	140.95
2012	0.00	5,159.26
2013	0.00	
2014	12,000.00	

INCREASE FROM 2013 TO 2014: 0.00%

INCOME SOURCE FOR LINE ITEM: General Fund

JUSTIFICATION OF ITEM

QTY	UM	UNIT PRICE	DETAIL OF ESTIMATE FOR REQUEST	TOTAL
1		\$12,000	Wellness Program - HR	12,000.00
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LINE TOTAL:				12,000.00

CLERK-TREASURER
Expenditures and 2014 Proposed Budget

DEPARTMENT: CLERK TREASURER

LINE ITEM #: 210

TITLE: Office Supplies

DESCRIPTION:

Office Supplies for the Clerk-Treasurer's Office, City Court, City Hall and Mayor's Office

	<u>BUDGETED</u>	<u>EXPENDED</u>
2010	23,000.00	18,885.84
2011	23,000.00	19,020.45
2012	20,000.00	21,262.56
2013	20,000.00	
2014	18,500.00	

INCREASE FROM 2013 TO 2014: -7.50%

INCOME SOURCE FOR LINE ITEM: General Fund

JUSTIFICATION OF ITEM

QTY	UM	UNIT PRICE	DETAIL OF ESTIMATE FOR REQUEST	TOTAL
1		\$20,000	Office supplies for Clerk-Treasurer, City Court, City Hall and Mayor	18,500.00
				-
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				-
LINE TOTAL:				18,500.00

CLERK-TREASURER
Expenditures and 2014 Proposed Budget

DEPARTMENT: CLERK TREASURER

LINE ITEM #: 311

TITLE: Legal Services

DESCRIPTION:

Legal Services for Clerk-Treasurer's Office

	<u>BUDGETED</u>	<u>EXPENDED</u>
2010	4,000.00	0.00
2011	2,625.00	0.00
2012	2,625.00	0.00
2013	2,625.00	
2014	1,750.00	

INCREASE FROM 2013 TO 2014: -33.33%

INCOME SOURCE FOR LINE ITEM: General Fund

JUSTIFICATION OF ITEM

QTY	UM	UNIT PRICE	DETAIL OF ESTIMATE FOR REQUEST	TOTAL
10	hour	\$175	Attorney Steven Knecht	1,750.00
	plus reimb expense		Attorney for Clerk-Treasurer pursuant to State statute and	-
			contractual agreement approved by Board of Works	-
				-
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				-
LINE TOTAL:				1,750.00

CLERK-TREASURER
Expenditures and 2014 Proposed Budget

DEPARTMENT: CLERK TREASURER

LINE ITEM #: 312

TITLE: Consulting

DESCRIPTION:

Consulting Services for the City and Mayor's Office
 Includes consultant work for city newsletters, new releases, brochures, etc

	<u>BUDGETED</u>	<u>EXPENDED</u>
2010	30,000.00	29,812.25
2011	16,000.00	9,417.00
2012	16,000.00	10,089.75
2013	12,000.00	
2014	12,000.00	

INCREASE FROM 2013 TO 2014: 0.00%

INCOME SOURCE FOR LINE ITEM: General Fund

JUSTIFICATION OF ITEM

QTY	UM	UNIT PRICE	DETAIL OF ESTIMATE FOR REQUEST	TOTAL
				-
1		\$12,000	City newsletter and publications - design, text, special media releases	12,000.00
				-
				-
				-
				-
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				-
LINE TOTAL:				12,000.00

CLERK-TREASURER
Expenditures and 2014 Proposed Budget

DEPARTMENT: CLERK TREASURER

LINE ITEM #: 31300

TITLE: Financial Advisor Services

DESCRIPTION:

Financial Advisor Services for the City and Mayor's Office

	<u>BUDGETED</u>	<u>EXPENDED</u>
2010		
2011		
2012		
2013		
2014	10,000.00	

INCREASE FROM 2013 TO 2014: 0.00%

INCOME SOURCE FOR LINE ITEM: General Fund

JUSTIFICATION OF ITEM

QTY	UM	UNIT PRICE	DETAIL OF ESTIMATE FOR REQUEST	TOTAL
				-
1		\$10,000	Financial Advisor & Actuarial Services	10,000.00
				-
				-
				-
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				-
LINE TOTAL:				10,000.00

CLERK-TREASURER
Expenditures and 2014 Proposed Budget

DEPARTMENT: CLERK TREASURER

LINE ITEM #: 31400

TITLE: Other Professional Services

DESCRIPTION:

Other Professional Services for the City and Mayor's Office

	<u>BUDGETED</u>	<u>EXPENDED</u>
2010		
2011		
2012		
2013		
2014	50,000.00	

INCREASE FROM 2013 TO 2014: 0.00%

INCOME SOURCE FOR LINE ITEM: General Fund

JUSTIFICATION OF ITEM

QTY	UM	UNIT PRICE	DETAIL OF ESTIMATE FOR REQUEST	TOTAL
				-
1		\$50,000	Other Professional Services including ADA Consulting	50,000.00
				-
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				-
LINE TOTAL:				50,000.00

CLERK-TREASURER
Expenditures and 2014 Proposed Budget

DEPARTMENT: CLERK TREASURER

LINE ITEM #: 32000

TITLE: Newsletter & Edit Services

DESCRIPTION:

Newsletter & Edit Services for City and Mayor's Office

	<u>BUDGETED</u>	<u>EXPENDED</u>
2010		
2011		
2012		
2013		
2014	12,000.00	

INCREASE FROM 2013 TO 2014: 0.00%

INCOME SOURCE FOR LINE ITEM: General Fund

JUSTIFICATION OF ITEM

QTY	UM	UNIT PRICE	DETAIL OF ESTIMATE FOR REQUEST	TOTAL
				-
1		\$12,000	Newsletter and Edit Services	12,000.00
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				-
LINE TOTAL:				12,000.00

CLERK-TREASURER
Expenditures and 2014 Proposed Budget

DEPARTMENT: CLERK TREASURER

LINE ITEM #: 321

TITLE: Postage

DESCRIPTION:

Postage and mailing costs for Clerk-Treasurer, City Court, City Hall, and Mayor's Office

	<u>BUDGETED</u>	<u>EXPENDED</u>
2010	21,100.00	18,226.00
2011	18,500.00	18,355.76
2012	18,500.00	18,738.11
2013	18,500.00	
2014	18,500.00	

INCREASE FROM 2013 TO 2014: 0.00%

INCOME SOURCE FOR LINE ITEM: General Fund

JUSTIFICATION OF ITEM

QTY	UM	UNIT PRICE	DETAIL OF ESTIMATE FOR REQUEST	TOTAL
1		\$17,600	MAIL Inc. (Parking, Wheel Lock, and Court notices, city newsletter	17,600.00
			and other mailings, general correspondence)	-
1		\$800	US Postmaster (stamps)	800.00
1		\$100	Delivery services - Federal Express, UPS, USPS	100.00
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				-
LINE TOTAL:				18,500.00

CLERK-TREASURER
Expenditures and 2014 Proposed Budget

DEPARTMENT: CLERK TREASURER

LINE ITEM #: 322

TITLE: Travel

DESCRIPTION:

Travel expenses for Clerk-Treasurer's and Mayor's Offices

This combines Mayor's and Clerk-Treasurer's Budgets

	<u>BUDGETED</u>	<u>EXPENDED</u>
2010	7,000.00	3,045.23
2011	5,800.00	5,340.64
2012	5,500.00	11,904.19
2013	6,000.00	
2014	6,000.00	

INCREASE FROM 2013 TO 2014: 0.00%

INCOME SOURCE FOR LINE ITEM: General Fund

JUSTIFICATION OF ITEM

QTY	UM	UNIT PRICE	DETAIL OF ESTIMATE FOR REQUEST	TOTAL
1		\$3,000	Mayor's office travel (registration for IACT conferences, travel expense for hotels, meals, parking)	2,800.00
1		\$2,000	Clerk-Treasurer's office travel (registration and travel expense for ILMCT, IACT, SBOA and other meetings, parking)	2,200.00
1		\$1,000	HR Director travel	1,000.00
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LINE TOTAL:				6,000.00

CLERK-TREASURER
Expenditures and 2014 Proposed Budget

DEPARTMENT: CLERK TREASURER

LINE ITEM #: 330

TITLE: Informational Printing

DESCRIPTION:

Printing Services for City CAFR, City Newsletters, Personnel Manuals & Employee Insurance Enrollment Forms, etc

COMBINES MAYORS, CITY HALL, AND CLERKS BUDGETS

	<u>BUDGETED</u>	<u>EXPENDED</u>
2010	9,500.00	5,656.79
2011	8,500.00	5,623.66
2012	8,500.00	7,607.99
2013	8,400.00	
2014	8,800.00	

INCREASE FROM 2013 TO 2014: 4.76%

INCOME SOURCE FOR LINE ITEM: General Fund

JUSTIFICATION OF ITEM

QTY	UM	UNIT PRICE	DETAIL OF ESTIMATE FOR REQUEST	TOTAL
				-
1		\$8,000	Printing - City Newsletters	8,000.00
1		\$300	Misc printing (business cards, etc.)	300.00
1		\$500	Custom Forms (HR Personnel Manuals, Insurance Forms, Etc)	500.00
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				-
LINE TOTAL:				8,800.00

CLERK-TREASURER
Expenditures and 2014 Proposed Budget

DEPARTMENT: CLERK TREASURER

LINE ITEM #: 331

TITLE: Legal Notices

DESCRIPTION:

Legal Ads and Notices

	<u>BUDGETED</u>	<u>EXPENDED</u>
2010	2,000.00	2,000.00
2011	2,000.00	799.00
2012	2,000.00	1,099.30
2013	1,500.00	
2014	2,000.00	

INCREASE FROM 2013 TO 2014: 33.33%

INCOME SOURCE FOR LINE ITEM: General Fund

JUSTIFICATION OF ITEM

QTY	UM	UNIT PRICE	DETAIL OF ESTIMATE FOR REQUEST	TOTAL
1		\$2,000	Journal & Courier and other newspapers	2,000.00
				-
				-
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LINE TOTAL:				2,000.00

CLERK-TREASURER
Expenditures and 2014 Proposed Budget

DEPARTMENT: CLERK TREASURER

LINE ITEM #: 34101

TITLE: Property & Liability Insurance

DESCRIPTION:

Property & Liability Insurance for General Fund Departments

	<u>BUDGETED</u>	<u>EXPENDED</u>
2010		
2011		
2012		
2013		
2014	69,000.00	

INCREASE FROM 2013 TO 2014: 0.00%

INCOME SOURCE FOR LINE ITEM: General Fund

JUSTIFICATION OF ITEM

QTY	UM	UNIT PRICE	DETAIL OF ESTIMATE FOR REQUEST	TOTAL
				-
1		\$69,000	Property & Liability Insurance, Appraisal Updates	69,000.00
				-
				-
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LINE TOTAL:				69,000.00

CLERK-TREASURER
Expenditures and 2014 Proposed Budget

DEPARTMENT: CLERK TREASURER

LINE ITEM #: 34102

TITLE: Workers Compensation Insurance

DESCRIPTION:

Workers Compensation Insurance for General Fund Departments

	<u>BUDGETED</u>	<u>EXPENDED</u>
2010		
2011		
2012		
2013		
2014	93,000.00	

INCREASE FROM 2013 TO 2014: 0.00%

INCOME SOURCE FOR LINE ITEM: General Fund

JUSTIFICATION OF ITEM

QTY	UM	UNIT PRICE	DETAIL OF ESTIMATE FOR REQUEST	TOTAL
				-
1		\$93,000	Workers Compensation Insurance	93,000.00
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				-
				-
				-
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			LINE TOTAL:	93,000.00

CLERK-TREASURER
Expenditures and 2014 Proposed Budget

DEPARTMENT: CLERK TREASURER

LINE ITEM #: 372

TITLE: Equipment Rental

DESCRIPTION:

Equipment Rental

	<u>BUDGETED</u>	<u>EXPENDED</u>
2010		
2011		
2012		
2013		
2014	210.00	

INCREASE FROM 2013 TO 2014: 0.00%

INCOME SOURCE FOR LINE ITEM: General Fund

JUSTIFICATION OF ITEM

QTY	UM	UNIT PRICE	DETAIL OF ESTIMATE FOR REQUEST	TOTAL
1		\$210	Equipment Rental - Lanier Copier	210.00
				-
				-
				-
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				-
				-
				-
				-
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				-
				-
			LINE TOTAL:	210.00

CLERK-TREASURER
Expenditures and 2014 Proposed Budget

DEPARTMENT: CLERK TREASURER

LINE ITEM #: 39101

TITLE: Subscriptions

DESCRIPTION:

Subscriptions for Mayor and Clerk Treasurer Departments

	<u>BUDGETED</u>	<u>EXPENDED</u>
2010		
2011		
2012		
2013		
2014	550.00	

INCREASE FROM 2013 TO 2014: 0.00%

INCOME SOURCE FOR LINE ITEM: General Fund

JUSTIFICATION OF ITEM

QTY	UM	UNIT PRICE	DETAIL OF ESTIMATE FOR REQUEST	TOTAL
1		\$400	Fair Labor Handbook - HR Director	400.00
1		\$150	Newspaper Subscriptions (one year of Journal & Courier)	150.00
				-
				-
				-
				-
				-
				-
				-
				-
			LINE TOTAL:	550.00

CLERK-TREASURER
Expenditures and 2014 Proposed Budget

DEPARTMENT: CLERK TREASURER

LINE ITEM #: 392

TITLE: Public Relations

DESCRIPTION:

Public Relations - Mayor's Office

MOVED FROM MAYOR'S BUDGET

	<u>BUDGETED</u>	<u>EXPENDED</u>
2010	15,000.00	10,856.71
2011	12,900.00	13,455.53
2012	12,900.00	21,067.03
2013	19,575.00	
2014	20,000.00	

INCREASE FROM 2013 TO 2014: 2.17%

INCOME SOURCE FOR LINE ITEM: General Fund

JUSTIFICATION OF ITEM

QTY	UM	UNIT PRICE	DETAIL OF ESTIMATE FOR REQUEST	TOTAL
				-
1		\$2,200	Annual Employee Luncheon	2,200.00
1		\$3,000	Stars & Stripes Sponsorship	3,000.00
1		\$5,000	United Way	5,000.00
1		\$1,500	Lafayette Citizens Band	1,500.00
1		\$325	Sister City Contribution to Chamber	325.00
1		\$7,500	Event sponsorships, dinners for community and school organizations	7,500.00
1		\$285	Human Relations Commission Brochures	275.00
1		\$200	Other - Volunteer Awards. Etc.	200.00
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				-
			LINE TOTAL:	20,000.00

CLERK-TREASURER
Expenditures and 2014 Proposed Budget

DEPARTMENT: CLERK TREASURER

LINE ITEM #: 394

TITLE: Contract Services

DESCRIPTION:

Contract Services for Clerk's Office and Mayor's Office

	<u>BUDGETED</u>	<u>EXPENDED</u>
2010	176,862.00	152,307.98
2011	166,387.00	179,955.41
2012	163,589.00	287,909.91
2013	210,987.00	
2014	35,860.00	

INCREASE FROM 2013 TO 2014: -83.00%

INCOME SOURCE FOR LINE ITEM: General Fund

JUSTIFICATION OF ITEM

QTY	UM	UNIT PRICE	DETAIL OF ESTIMATE FOR REQUEST	TOTAL
				-
12	months	\$140	EZStub Fees (payroll)	1,680.00
1		\$300	Figment Group, Inc. -drug/alcohol testing consoritum annual fee - HR	300.00
12	months	\$240.00	Ceridian Benefit Services (Cobra) - HR Director	2,880.00
12		\$1,000	Family Services (Employee Counseling Benefit) - HR Director	12,000.00
1		\$335	Wycom (Check Signer Maintenance)	335.00
1		\$5,000	Other misc. services (temp employees, drainage assessments, other)	5,000.00
1		\$13,665	ERP Install -additional services necessary for implementation	13,665.00
				-
				-
				-
				-
				-
				-
				-
				-
				-
			LINE TOTAL:	35,860.00

CLERK-TREASURER
Expenditures and 2014 Proposed Budget

DEPARTMENT: CLERK TREASURER

LINE ITEM #: 395

TITLE: Service Agency Payments

DESCRIPTION:

Service Agency Payments

	<u>BUDGETED</u>	<u>EXPENDED</u>
2010		
2011		
2012		
2013		
2014	108,324.00	

INCREASE FROM 2013 TO 2014: 0.00%

INCOME SOURCE FOR LINE ITEM: General Fund

JUSTIFICATION OF ITEM

QTY	UM	UNIT PRICE	DETAIL OF ESTIMATE FOR REQUEST	TOTAL
4	quarters	\$17,580	Tippecanoe Community Health Clinic- (\$0.0067/\$100 AV)	70,320.00
1		\$30,000	Animal Shelting Contract	30,000.00
12	months	\$667	Lafayette Crisis Center	8,004.00
				-
				-
				-
				-
				-
			LINE TOTAL:	108,324.00

CLERK-TREASURER
Expenditures and 2014 Proposed Budget

DEPARTMENT: CLERK TREASURER

LINE ITEM #: 396

TITLE: Instruction

DESCRIPTION:

Training Classes for Mayor's and Clerk-Treasurer's staff

	<u>BUDGETED</u>	<u>EXPENDED</u>
2010	1,200.00	1,740.00
2011	1,600.00	1,280.00
2012	1,600.00	1,053.50
2013	1,600.00	
2014	6,000.00	

INCREASE FROM 2013 TO 2014: 275.00%

INCOME SOURCE FOR LINE ITEM: General Fund

JUSTIFICATION OF ITEM

QTY	UM	UNIT PRICE	DETAIL OF ESTIMATE FOR REQUEST	TOTAL
			Training and instruction fees including additional training for	6,000.00
			reporting with new ERP database	-
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LINE TOTAL:				6,000.00

